

NORTH DAKOTA State Employee Fact Sheet

Classified employees under **HRMS** (ND's Civil Service) are covered by basic 'rules' adopted by **HRMS**. The rules ensure reasonably consistent employment conditions regardless of size, function, or location of agency. Generally, the rules provide for equitable pay, open & competitive selection, and protection from arbitrary personnel actions.

Classified employees under the University System are covered by and subject to the policies adopted by the State Board of Higher Education.

Non-Classified employees do NOT have grievance appeal rights under HRMS. The terms and conditions of employment vary by agency, category of employee, or even by individual employee.

Classified Employee Salary Distribution	# of Employees	Percent
up to \$10,000	0	0.0%
\$10,000 to \$15,000	11	0.2%
\$15,000 to \$20,000	613	9.6%
\$20,000 to \$25,000	1,157	18.1%
\$25,000 to \$30,000	1,192	18.6%
\$30,000 to \$35,000	1,229	19.2%
\$35,000 to \$40,000	790	12.3%
\$40,000 to \$45,000	561	8.8%
\$45,000 to \$50,000	358	5.6%
\$50,000 to \$55,000	227	3.5%
\$55,000 to \$60,000	103	1.6%
\$60,000 to \$65,000	71	1.1%
\$65,000 to \$70,000	63	1.0%
\$70,000 to \$75,000	19	0.3%
\$75,000 to \$80,000	11	0.2%
\$80,000 to \$85,000	2	0.0%
\$85,000 to \$90,000	2	0.0%
	6,409	

In the North Dakota general workforce:

- 84% of workers have completed high school
- 22% have bachelor's degrees or beyond

In the Classified workforce of the State:

- 99% have completed high school
- 82% have formal education or trade school beyond hs
- 54% have a bachelor's degree or beyond

14,005 Total State Employees

10,388 Classified Employees (i.e. Civil Service)

6,409 Employees classified under HRMS

- 5,189 In Cabinet Agencies reporting to the Governor
- 603 In Agencies reporting to Boards & Commissions
- 617 In Elected Official's Agencies

3,979 Employees classified under the ND University System

3,617 Non-Classified Employees

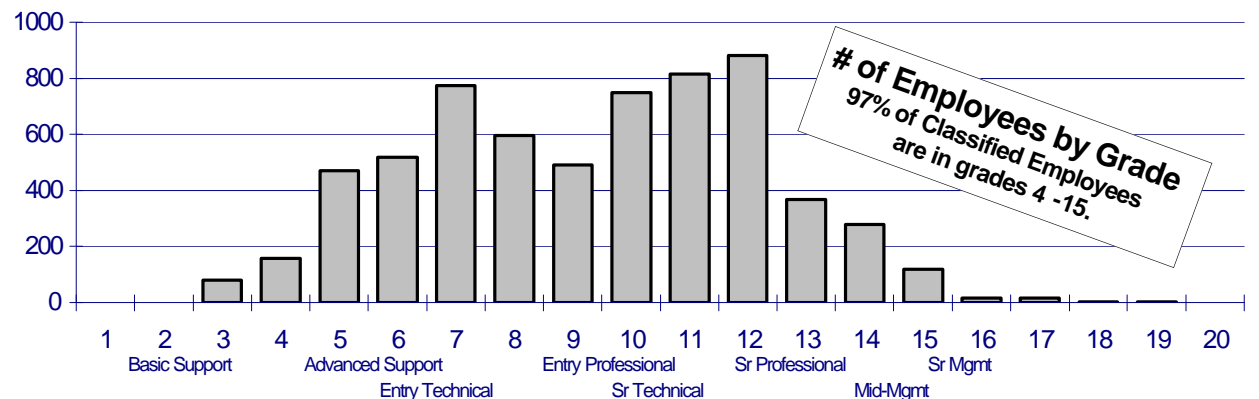
87 State Officials

- 13 Elected
- 48 Appointed
- 26 Deputies & Assistants

820 Other Non-Classified

- 31 Legislative Council
- 329 ND Court System
- 216 Workforce Safety & Insurance
- 49 Department of Commerce
- 20 Physicians & Dentist
- 27 Assistant Attorney's General
- 51 Teachers
- 97 Miscellaneous (Statutory, SPB Action, & Gov Staff)

2,710 University System Officials & Faculty



Salary Increase History		
Date	Amount	Specific Provisions
7/1/83	2%	Retirement Contribution in lieu of salary increase
5/1/84	\$60/mo	Not appropriated but allowed by Governor within available agency funds
7/1/84	2%	Retirement Contribution in lieu of salary increase
4/1/85	5.50%	Minimum increase of \$50
7/1/86	4%	Minimum increase of \$50
7/1/87	0	
7/1/88	0	
7/1/89	7.10%	Minimum increase of \$50
7/1/90	0	
7/1/91	4%	Minimum increase of \$50
7/1/92	\$40/mo	Averaged approximately 2%
7/1/93	\$60/mo	Averaged approximately 3.2%
7/1/94	3%	
7/1/95	2%	
7/1/96	3%	2% across the board; 1% for performance, range compression, & equity
7/1/97	3%	\$30 across the board; remainder of 3% appropriation based on merit & equity
7/1/98	3%	Same as 1997
7/1/99	2%	\$35 across the board; remainder of 2% appropriation based on merit & equity; plus a \$5.4 million Market/Equity Fund
7/1/00	2%	\$35 across the board; remainder of 2% appropriation based on merit & equity (additional 1% allowed with funding from existing appropriations)
7/1/01	3%	\$35 across the board; remainder of 3% appropriation based on merit & equity; plus a \$5.0 million Market/Equity Fund
7/1/02	2%	\$35 across the board; remainder of 2% appropriation based on merit & equity
7/1/03	0	
7/1/04	0	

Human Resource Management Services (HRMS) is a division of the **Office of Management and Budget**. The 2003 Legislative Assembly changed the name from Central Personnel to more accurately reflect the role of promoting and supporting effective human resource management practices in North Dakota state government.

HRMS Mission
To actively promote effective management in North Dakota state government by providing leadership and expertise in human resource services.

HRMS's primary responsibility is to provide "... a unified system of personnel administration for the classified service ..."

Beyond the basic framework of human resource management policies (rules), job classification, and salary ranges; **HRMS** provides assistance to agencies in their ongoing management of human resources. **HRMS** services include:

- Management Consulting
- Supervisor/Employee Training
- Employee Compensation Services
- Recruitment/Selection Assistance
- Mediation
- Legislative & Regulatory Compliance
- Performance Management Tools
- Model Policies, Handbooks, & Guides

HRMS also makes current information readily available to agencies via the world wide web at:

www.discovernd.com/hrms

HRMS offices are located on the 14th Floor of the State Capitol.

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Please feel free to contact any HRMS staff member:

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December 2004

This fact sheet is provided by **Human Resource Management Services (HRMS)** to give a snapshot of state employment. Data is from a variety of sources and over several months. While details of employment change daily, this data is an accurate overall reflection of State employment.

The 6,409 state employees in positions classified by **HRMS** are employed in over 50 separate state agencies. 87% of classified employees work in the 13 largest agencies:

Dept of Human Services	2,003
Dept of Transportation	1,038
Dept of Corrections & Rehab	589
Job Service ND	348
Health Dept	298
Information Technology Dept	244
Highway Patrol	178
Dept of Public Instruction	169
Bank of ND	152
Office of Mgmt & Budget	150
Game & Fish Dept	142
Attorney General's Office	132
Tax Dept	122

Average Classified State Employee

	Years of Age	Years of Service	Annual Salary	Actual Increase	Approp'd	Compa-Ratio
Jan 1993	42.0	9.5	\$ 22,189			
Jan 1994	42.0	11.0	22,812	2.8%	\$60/mo	
Jan 1996	46.0	11.4	25,476	11.7%	5.0%	
Jan 1997	43.0	12.2	26,273	3.1%	3.0%	
Jan 1998	43.8	12.1	27,034	2.9%	3.0%	0.96
Aug 1998	44.0	12.1	27,963	3.4%	3.0%	0.97
Nov 1999	44.2	12.2	28,860	3.2%	2.0%	0.96
Aug 2000	44.4	12.3	29,993	3.9%	2 + 1%	0.97
Aug 2001	44.8	12.5	31,467	4.9%	3.0%	0.96
Dec 2002	45.4	12.9	32,262	2.5%	2.0%	0.96
Dec 2003	45.7	13.2	32,627	1.1%	0.0	0.96
Dec 2004	45.9	13.2	32,604	0.0%	0.0%	0.96